

**Town of Alton  
Planning Board Meeting  
Minutes  
February 17, 2009  
Approved as Amended 5/7/09**

**all to Order:** by Bruce Holmes at 7:00 p.m.

**Members Present:** Co-chairmen, Cindy Balcius and Bruce Holmes, Peter Bolster-Selectmen Representative, David Hussey, Tim Roy, Alternate Bill Curtin, Town Planner-Sharon Penney, Planning Secretary-Randy Sanborn.

**Appointment of Alternates:** Bill Curtin for Tom Hoopes.

**Approval of Agenda:** No changes.

**Motion** by B. Curtin to approve to agenda as presented. Second by D. Hussey. No discussion. Vote unanimous.

**Public Input:** None seen or heard. Public Input closed.

**Case#P09-03**

**Map 21, Lot 12-2**

**Conceptual  
Roberts Cove Road**

**Brewster Academy**

Conceptual consultation request submitted by Robert Varney of Walker & Varney P.C. Attorneys at Law on behalf of Brewster Academy to discuss the proposed use of a satellite campus. This parcel is located in the Lakeshore Residential Zone.

Members Present: Brian Berlin, Mike Cooper-Administrator of Brewster Academy, Bob Simoneau-CFO of Brewster Academy, and Attorney Robert Varney

Brian Berlin, President of Land Tech and Licensed Land Surveyor

B. Berlin - Representing Brewster Academy. Brewster given property on Lake Winnepesaukee. Low intensity use. The Brook & Bridle Bed and Breakfast. 11 acres. 615 water frontage, 250 ft road frontage. 300 feet wide, 1400 feet deep, slopes are variable. Soils are stoney and sandy. 15% of site is wetlands. Wetlands are an asset for their proposed plans. 7 existing structures. Plan is to convert site into a satellite campus focusing on ecology, and environmental sciences. Want this to be shared with the community and the Town of Alton. Goal is environmental protection education and leadership skills education. This proposed use is not in list of permitted uses.

M. Cooper - use of fresh water ecology. Dedicated area for research on the lake front. Using some space for administrative. Leadership training site as well. Faculty housing along with student housing on site. Approx 50 students per academic team/grade level. Include community interest. Use for summer program use (currently outgrowing current location for summer). Mainly three season use. Some limited winter use.

C. Balcius noted they would need a special exception from the Zoning Board.

S. Penney suggested they go to the design review step before proceeding.

C. Balcius asked about changes in structures.

M. Cooper - mostly internal to update facilities and modification on classroom and lab location near the water. Usually 12 student classroom. Also possible use of boat for classroom use.

B. Curtin - asked about stats on dorms and septic.

M. Cooper - probably 15-18 at the max, still looking at proposed structures and making plans. Leadership training would be approx 40 counts. Still looking on septic impact.

B. Holmes asked of the possibility of year-round use.

M. Cooper stated maybe in the future but currently just seasonal. Currently set up as three season use.

B. Curtin asked about the beach area and opening up to the Town of Wolfeboro.

M. Cooper noted use as relates to the planned facility and campus use. Probably not open to the town of Wolfeboro and currently not opening to the public, and use for academic use only.

S. Penney strongly advocates for design review to the Planning and the Selectmen.

B. Berlin noted again this is in very beginning stages.

S. Penney noted that part of Brook and Bridle lane is partly Forest Brook Lane. Need to straighten this out. Private road.

D. Hussey questioned impact on road, wetlands, etc.

B. Berlin noted they will work with town officials.

P. Bolster noted large pieces of land in that area that is ideal for additional activity for academic use. Encourage working together with the town.

M. Cooper offered low impact on the property.

B. Holmes noted the next step would be ZBA.

S. Penney noted they would be looking at April ZBA. Deadline is March 12.

B. Berlin asked if this is a positive presentation.

Board agreed

**Case P09-04  
James C. Curvey**

**Map 21A, Lot 23 & 24**

**Lot Line Adjustment  
126 Pipers Point Lane**

Application submitted by David M. Dolan Associates, PC on behalf of applicant James C. Curvey for a proposed Lot Line Adjustment to provide improved buffers and will result in both lots being more conforming to current regulations. This parcel is located in the Lakeshore Residential Zone.

Present for this case. George Pellettieri, David Dolan, Chris Williams.

Planner review: found the application to be complete, does include 3 waiver requests.

**Motion** by C. Balcius to accept the application as complete for case P09-04 with the following waivers 7.2.26 existing and future improvements, 7.2.27 elevations, and 7.2.17 utility poles. Second by D. Hussey. No discussion. Vote unanimous.

G. Pellettieri showing the two lots on the plan, lot 23 owned by the Bakers and purchased by the Curveys. All lots essentially owned by the Curvey family. Purposed is principally to conform to currently regulations for Town and DES. Existing house on lot 24 will remain. House on lot 23 will be razed. Existing vegetation on shoreline is minimal at best. Long paved driveway will be removed as well. Proposed changes to lot 23 with existing residence removed, proposed open air pavilion, existing three boat slips to remain, proposed in-ground boathouse, and existing cabin from camp Kehonka renovations to keep in place with adding a small addition. The two lots will remain in tact as lots of record. Keeping the intent of the subdivision. 56% reduction in impervious area. Both lots under the 20,000 sq ft. requirement. Walkways planned to be wood-chipped. Access to Lot 23 will be eliminated and buffer planting. No change to lot 24 road frontage.

S. Penney clarification this subdivision was c1986 and Lot 24 was under the minimum. Any changes to it would negate the grandfathering. The house and existing deck is within 50 ft setback. Needing a waiver of 50 ft setback from DES. Grandfathering is lost when they move things around.

B. Curtin noted they are creating a minor subdivision.

G. Pellettieri - minor addition to the main house.

C. Wlliams architect. Addition has a panoramic view of both lots. Pavilion is an open air pavilion with stone base. The existing cabin area porch moved due to setback and addition.

C. Balcius asked how big the boathouse.

G. Pellettieri noted 900 sq ft. 30x30

Open to public for input

None seen or heard

Closed public input

**Motion** by C. Balcius to approve Case P09-04, Lot Line Adjustment for Map 21A, Lot 23 & 24. Second by D. Hussey. Discussion: to add with the following conditions. Discussion on whether this

should go to the ZBA as a minor subdivision. More closely conforming with improving soils, same owner, G. Pelletieri noted both lots are currently conforming and after changes will also be conforming.

**Amend** by C. Balcius to add: with following conditions.

1. Being the 50ft CSBA setback waiver is currently being applied for by the applicant, must be granted as the residence on Lot 24 presently extend into the Lakeshore setback and an additional expansion is proposed. The Special Exception is required and will be needed by the Alton ZBA. *(On March 17, 2009, after an error was discovered by the Town Planner in the language of the motion for approval, the Planning Board had cause to review the minutes of February 17, 2009 and also conduct an auditory review of the cassette tape. It was discovered that the language of condition #1 as originally transcribed in the minutes of 2/17/09 was ERRONEOUS and that the record should be subsequently corrected. The tape proved that Ms. Balcius corrected herself mid-motion amendment when she realized she was referencing the wrong document. No special exception was needed for approval. The Planning Board meeting of March 17, 2009 determined this was a draft minutes clerical error and that this caveat should be expunged from the record and subsequent Notice of Decision.) These proceedings are also cross-referenced in the March 17, 2009 Planning Board minutes.*
2. The applicant shall comply with all the Town of Alton's subdivision and Site Plan Regulations.
3. A copy of any necessary Federal, State, and/or local permits shall be received by the Planning Department and the permit numbers shall be added in a note on the plat prior to plan signing.
4. A note shall be added to the plat prior to plan signing stating the Best Management Practices shall be utilized during any construction on site.
5. All "To be Set" (TBS) notes shall be removed and all monumentation shall be set prior to plan signing.
6. The following note shall be added to the plat prior to signing that this subdivision plan is subject to the conditions of approval itemized in the February 17, 2009 Notice of Decision on file at the Town of Alton Planning Department.
7. Approval is based on upon the plan specifications and testimony submitted to the Planning Board. Any alterations, additions, or changes to the plans are not authorized and require additional Planning Board approval.
8. Town of Alton shall be provided with a copy of the amended or new deed showing tax map corrections.

Amended Second by D. Hussey. No further discussion. Vote unanimous.

**Case #P09-05**

**Map 12, Lot 57-1**

**Site Plan**

**Deanna O'Shaughnessy**

**118 Old Wolfeboro Road**

Application submitted by Deanna O'Shaughnessy for a proposed Site Plan for a water bottling plant.

This parcel is located in the Residential Rural Zone.

Present for this case. Tim Morgan, Deanna O'Shaughnessy, Wes Woodier

Peter Bolster abstaining from this case.

Review by planner - applicant has previously come before the Planning Board. Smaller proposal, obtained special exception by ZBA. Site plan approval this evening. Application is complete.

**Motion** by C. Balcius to accept the application as complete except for one waiver for 7.2.6 for scale for Case P09-05, Map 12, Lot 57-1. Second by D. Hussey. No discussion. Vote unanimous.

T. Morgan - waiver is for scale because of map, used 200 feet instead of 100ft. Two issues. Needed to go to ZBA for special exception. Between that time the property has been subdivided. Barn is the subject of tonight's application. Noted pictures of the Barn. The southern side is two story structure, lower side poured foundation. Originally mid 1800 on stone pillars. Proposal to use 1 and ½ of the bays to put in small water bottling facility. The only external change will be to the door. Health and Human services approved the site with any outside access doors must be self closing. Two carriage doors with one door within one side door. Drains were installed in the floor for cleaning room and will go to leach field. Bottling room is slightly pressurized. Proposal for another electric line from the street for a separate electric panel. Bring water from well sites in a holding tank on east side of the barn. Run through a filtration system. No effect on historical characteristics of the barn. Small truck use and van use. Would to make access for neighborhood to come and use water source. Historic easement for house barn and stables. Will appear before the BOS with regard to the current historic easement. Would like to continue with historic preservation easement.

P. Bolster noted a meeting by the BOS about this easement and feels this will be worked out.

T. Roy asked about Fire Department approval and suggestions for a fire suppressive system.

D. O'Shaughnessy noted they spoke with S. Williams there is no concern.

W. Woodier Using FRP Board - like plastic, reinforced fiberglass. Easy to clean, mold resistant, It cannot be nailed.

W. Woodier - wired for code, smoke detectors, etc.

T. Roy would suggest a sprinkler.

Open to the public

None seen or heard

Closed public hearing.

**Motion** by C. Balcius to approve case P09-05, Map 12, Lot 57-1 for the small water bottling site plan for Deanna O'Shaughnessy on 118 Old Wolfeboro Road with the following conditions:

1. Applicant shall comply with all of the Town of Alton's Subdivision and Site Plan Regulations.
2. A copy of any necessary Federal, State, and/or local permits shall be received by the Planning Department and the permit numbers shall be added in a note of the plat prior to plan signing.

3. Following note added to the plat prior to plan signing: This site plan is subject to the Conditions of Approval itemized in the February 17, 2009, Notice of Decision on file at the Town of Alton Planning Department.

4. Approval is based on plans , specifications, and testimony submitted to the Planning Board. Any alterations, additions, or changes to the plans are not authorized and require additional Planning Board approval.

5. Site plan approval must incorporate the review by the Alton Board of Selectmen regarding the discretionary preservation easement and related tax assessor reduction. Unless that issue has been previously resolved prior to the date of February 17, 2009.

Second by D. Hussey. No discussion. Vote unanimous.

P. Bolster resumed his seat on the Board.

**Case #P09-06**

**Map 9, Lot 59/1 & 2**

**Site Plan**

**Huggins Hospital**

**New Durham & Range Roads**

Application submitted by Mary Lucy of White Mountain Survey Co, Inc. on behalf of applicant Huggins Hospital to propose a Site Plan to construct and operate a family medical office with Phase I construction to begin approximately in Spring 2009.

C. Balcius recused herself for this case.

Present for this case: Jim Rines, Jody Belin, Peter Steward, Jeff Parks,

Planner review, received variances from ZBA, two parcels in two different zoning zones. Eventual merger of lots. 2 Phased project. 8100 sq ft office space, 4500 storage space. 43 parking spaces. Approx 9 mos to be ready. Require engineering review and road agent. Drainage plan submitted. Preliminary design submitted. Overall good project. Asking for several waivers. Application is complete.

**Motion** by D. Hussey to accept application as presented with 7.2.2, 7.5.1.1, 7.5.1.2, 7.5.1.3. Second by T. Roy. No discussion. Vote unanimous.

J. Rines - Phase one, top floor, attic storage space, lower floor will be mechanicals and unused at time. Noted emergency circulation and dumpster location. Noted drainage and parking. Phase 2 shows paved areas. Phase 1 footprint of building will be put in. All drainage will be in place during phase 1. Served by municipal water and if code requires sprinkling with underground cistern pressurized. Served by onsite septic, under upper parking. Septic design ready to go but not submitted. Maintained the 25 ft wetland buffer. Disturbing less than 100,000 sq ft. Need a letter from Water Dept. giving permission to use access. Has driveway plan been submitted? Phase 2 will be market driven and required. This site does not lend itself to porous pavement.

P. Steward discussed view of drawing. Pitched roof, asphalt shingles, siding,

S. Penney noted FD would like ambulance locations,

Discussion on helicopter and traffic study.

P. Bolster asked about side walk future access from town. Would like to make this a integral part of the village.

General discussion on sidewalks.

J. Rines noted the stone wall is staying along road frontage.

General discussion of tree plantings along rock wall.

S. Penney noted town engineering will need to review plan, and can be a condition of approval. There will be a review fee.

Open to the public.

None seen or heard.

Closed public input.

**Motion** by D. Hussey to approve case P09-06 with the following conditions:

1. Architectural design - asphalt shingled roof, pane window design, clapboard siding, etc. and to include appropriate landscaping.
2. Exterior signage must conform to zoning dimensions and the exterior light given consideration for light expansion radius and night sky issues.
3. Review and approval by town engineering of traffic, drainage and other pertinent siding material, road and parking issues.
4. Applicant shall comply with all of the Town of Alton's Subdivision and Site Plan Regulations.
5. A copy of any necessary Federal, State, and/or local permits shall be received by the Planning Department and the permit numbers shall be added in a note on the plat prior to plan signing.
6. A note shall be added to the plat prior to plan signing stating that Best Management Practices shall be utilized during any timber cutting on site.
7. All "To Be Set" (TBS) notes shall be removed and all monumentation shall be set prior to plan signing.
8. A note shall be added to the plat prior to plan signing stating the total acreage of each Current Use Category for each lot where applicable.
9. The following note shall be added to the plat prior to plan signing: This subdivision plan contains a total of \_\_\_\_ sheets, which in its entirety constitutes the subdivision plan as approved by the Town of Alton Planning Board. Sheets numbered \_\_\_\_ through \_\_\_\_ are recorded at the Belknap County Registry of Deed; the remaining sheets are on file at the Town of Alton Planning Department.
10. The following note shall be added to the plat prior to plan signing: This site plan is subject to the Conditions of Approval itemized in the February 17, 2009 Notice of Decision on file at the Town of Alton Planning Department.

11. The approval is based on the plans, specifications and testimony submitted to the Planning Board. Any alternations, additions or changes to the plans are not authorized and require additional Planning Board approval.

12. Department head meeting to be scheduled to confirm as to what their requirements would be.

13. Contingency that septic is contingent on availability of the water as noted by the Town of Alton Water Department Superintendent.

Second by T. Roy. No discussion. Vote unanimous.

C. Balcius resumed her seat on the Board.

### **Other Business**

1. Approval of minutes.

Minutes of Feb 7, 2008

**Motion** by B. Curtin to approve the minutes of February 7, 2008 as presented. Second by D. Hussey. No discussion. Motion passed. 2 abstentions.

Minutes of March 26, 2008

Correction: page 3, second line, should be “has” instead of “was”.

**Motion** by B. Curtin to approve the minutes of March 26, 2008 with changes. Second by D. Hussey, No discussion. Motion passed. 2 abstentions.

Minutes of January 6, 2009

**Motion** by B. Curtin to approve the minutes of January 6, 2009 as presented. Second by D. Hussey, No discussion. Motion passed. 1 abstention.

Minutes of January 20, 2009 Planning Board meeting.

Correction: page 3, 2/3 way down. B. Curtin asked to add word “hour”. D. Hussey asked to add names of members present at the meeting (B. Holmes, B. Curtin, D. Hussey, T. Roy, D. Collier, S. Penney, R. Sanborn)

**Motion** by B. Curtin to approve the minutes of January 20, 2009 Planning Board minutes with changes. Second by D. Hussey. No discussion. Motion passed. 2 abstentions.

Minutes of January 20, 2009 Public Hearing on Zoning Amendments.

Correction: B. Curtin asked to add the name of members present at the meeting (B. Holmes, B. Curtin, D. Hussey, T. Roy, D. Collier, S. Penney, R. Sanborn)

**Motion** by B. Curtin to approved the minutes of the January 20, 2009 Public Hearing with changes. Second by D. Hussey. Motion passed. 2 abstentions.

Minutes of January 20, 2009 Workshop

Correction: B. Curtin asked to add the name of members present at the meeting (B. Holmes, B. Curtin, D. Hussey, T. Roy, D. Collier, S. Penney, R. Sanborn)

**Motion** by B. Curtin to approved the minutes of the January 20, 2009 Workshop with changes. Second by D. Hussey. Motion passed. 2 abstentions



2. Old Business

None.

3. New Business

None.

4. Correspondence.

None.

5. Any Other Business that may come before the Board.

D. Hussey would like to have the Committee on Wind energy meetings before the regular meeting at 6 p.m.

P. Bolster has three issues.

1. Issue on the wetlands indirect impact study.

2. Shoreline dam maintenance fee. Bill at the State level working on now, village district can contract w/the state and ask the state to build the dam.

C. Balcius added indirect impacts on wetlands - house bill. Important to statewide zoning.

3. Passed today additional boat registration fee additional. Add \$2.50 per boat for milfoil.

No further business.

**Motion** by D. Hussey to adjourn. Second by C. Balcius. No discussion. Vote unanimous.

Respectfully submitted,

Carolyn B. Schaeffner  
Recording Secretary